



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	MANAGEMENT ANALYST III
3	<b>Posting Number</b>	PN# 106861
4	<b>Department</b>	FINANCE & ADMINISTRATION
5	<b>Division</b>	Accounting Services
6	<b>Section</b>	Asset Management
7	<b>Reporting Location</b>	611 Walker
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Develop, analyze and interpret data and coordinate and produce reports related to the City's vehicle fleet. Review, identify and correct data errors in the City fleet management and automated fuel systems. Participate in the budget review and analysis of department fleet replacement requests. Support City fuel administration including, but not limited to: fuel orders and payments, automated fuel system, technical and administrative support and training, fleet card administration and related analyses. Participate in special projects as required. May be required to drive on City business.	
10	<b><u>WORKING CONDITIONS</u></b> Position is physically comfortable; the individual has discretion about walking, standing, etc. Will periodically be required to work in an outdoor environment.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires Bachelor's degree in Public Administration, Business Administration, Finance or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Four (4) years of professional experience in Accounting, Budget Analysis, Finance, Public Administration or a field directly related to the job are required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Strong computer skills with proficiency in spreadsheets, databases and word processing software. Specifically, strong skills using Microsoft Excel, Access and Word and experience utilizing and interacting with mainframe databases is preferred. SAP experience is preferred as well. Ability to analyze and interpret data and technical issues, facts and situations and develop and communicate conclusions using good oral and written communication skills. Experience with fleet data management or automated fueling systems. Good organizational skills and the ability to interact professionally with customers, employees, and personnel from other City departments.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None, but department may administer software proficiency test.	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range - Pay Grade 21</div> <div>\$1,211 - \$1,660 Biweekly    \$31,486 - \$43,160 Annually</div>	
18	<b><u>OPENING DATE</u></b>	September 21, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.</b>  An equal opportunity employer	